

## न्याय प्रशासन विभाग

दिनांक 8 नवम्बर, 2005

संख्या 2/37/2002-5जे० जे० (I).—हरियाणा सरकार, पत्र क्रमांक 2/10/97-2जी० एस० I, दिनांक प्रथम जुलाई, 1997 द्वारा जारी हिदायतों के साथ पठित अ० शा० क्रमांक 2/10/97-2जी० एस० (I), दिनांक 26 जुलाई, 2005 द्वारा जारी हिदायतों के अनुसरण में, हरियाणा के राज्यपाल, महाधिवक्ता, हरियाणा के कार्यालय के ग्रुप क तथा ख अधिकारियों की पदोन्नति मामलों को विचारने के लिए निम्नलिखित सदस्यों को शामिल करते हुए विभागीय पदोन्नति समिति गठित करते हैं :—

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| 1. वित्तियुक्त एवं प्रधान सचिव, हरियाणा सरकार, न्याय प्रशासन विभाग | अध्यक्ष    |
| 2. महाधिवक्ता, हरियाणा   | सदस्य      |
| 3. विशेष सचिव/संयुक्त सचिव, हरियाणा सरकार, गृह-II विभाग            | सदस्य सचिव |

समिति की बैठक प्रत्येक वर्ष नवम्बर के महीने में या जब भी कभी अपेक्षित हो, बुलाई जाएगी तथा आगामी वर्ष के 31 दिसम्बर तक पदोन्नति कोटा की सभी पूर्वानुमानित रिक्तियों की नाम सूची (पैनल) महाधिवक्ता, हरियाणा द्वारा तैयार की जाएगी तथा समिति को विचार के लिए उस द्वारा भेजी जाएगी।

प्रेम प्रशान्त,

वित्तियुक्त एवं प्रधान सचिव, हरियाणा सरकार,  
न्याय प्रशासन विभाग।

## ADMINISTRATION OF JUSTICE DEPARTMENT

The 8th November, 2005

No. 2/37/2002-5JJ(I).— In pursuance of the Haryana Government instructions issued *vide* U. O. No. 2/10/97/2GS-I, dated 26th July, 2005 read with the instructions issued *vide* letter No. 2/10/97-2GS-I, dated 1st July, 1997 the Governor of Haryana is pleased to constitute a Departmental Promotion Committee for the office of Advocate General, Haryana consisting of the following members to consider the promotion cases of Group A and B officers :—

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|--|------------------|
| 1. Financial Commissioner and Principal Secretary to Government Haryana,<br>Administration of Justice Department | Chairman         |
| 2. Advocate General, Haryana   | Member           |
| 3. Special Secretary/Joint Secretary to Government Haryana,<br>Home-II Department.                               | Member Secretary |

The meeting of the Committee shall be held in the month of November every year or as and when required and panel of all the anticipated vacancies of promotion quota upto 31st December of the next year shall be prepared by the Advocate General, Haryana and shall be sent by him for consideration of the Committee.

PREM PRASHANT,

Financial Commissioner and Principal Secretary to  
Government Haryana, Administration of Justice Department.

## INDUSTRIAL TRAINING AND VOCATIONAL EDUCATION DEPARTMENT

The 5th October, 2005

**No. T-2/IMC/Ambala City/2005.**—The Governor of Haryana is pleased to constitute Institute Managing Committee (I.M.C.) for Industrial Training Institute, Ambala City consisting of the following members :—

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|---|----------|
| 1. Sh. Mohinder Jain, 897, Sec-7, Urban Estate, Ambala City   | Chairman |
| 2. Director, Industrial Training and Vocational Education, Haryana<br>or his representative                           | Member   |
| 3. G. M., District Industries Centre, Ambala  | Member   |
| 4. Representative from Industry :—  |          |
| (i) Sh. Adarsh Kumar,<br>Ved Agro Industries, Nasir Pur, Hisar Road, Ambala City                                      | Member   |
| (ii) Sh. Rattan Lal Aggarwal,<br>Shiva Tobacco Co., Novelty Road, Ambala City   | Member   |
| (iii) Sh. Sudarshan Bansal,<br>Partap Extractions Ltd., Hisar Road, Ambala City                                       | Member   |
| (iv) Sh. Vishwas Verma, M. D.<br>Hardeep Engg. Pvt. Ltd., 787, Urban Estate, Sector-7, Ambala City                    | Member   |
| (v) Sh. Des Raj Dhawan,<br>Allied Agro Industries, Railway Road, Ambala City  | Member   |
| (vi) Sh. Narinder Batra,<br>Milap Karyana Store, Dal Bazar, Ambala City   | Member   |
| (vii) Sh. Mohana Lal Aggarwal,<br>Machines and Equipments, Industrial Area, Ambala                                    | Member   |
| (viii) Sh. Sudhir Puri,<br>Model Primary Press (I) Pvt., Ltd., 27, Industrial Estate,<br>Jagadhri Road, Ambala Cantt. | Member   |
| (ix) Sh. Tilak Raj Taneja,<br>Taneja Brothers, Mahesh Nagar, Ambala Cantt.  | Member   |
| (x) Sh. Anil Bansal,<br>Surya Ploe, Mati Das Nagar, 11-12 A, Ambala Cantt.  | Member   |
| (xi) Sh. Vikas Verma,<br>Flourance Intech, 101, Mall Road, Ambala Cantt.  | Member   |
| (xii) Sh. Raj Kumar Bansal,<br>Industrial Area, Ambala Cantt.   | Member   |
| 5. Representative of CII (Northern Region)  | Member   |
| 6. Representative of D. G. E. & T. (Northern Region)  | Member   |
| 7. Principal, Industrial Training Institute, Ambala City  | Member   |
| 8. District Employment Officer, Ambala City   | Member   |
| 9. One Senior Faculty Member of ITI, Ambala City  | Member   |

10. One Student Representative (to be nominated by the Principal ITI, Ambala City) student of highest merit

Member

**Headquarter :**

The Head Quarter of the Committee will be at ITI, Ambala City.

**Role and Responsibilities of the Institute Managing Committee (I.M.C.)**

**1. Generation and Utilisation of Finance :**

- (a) The IMC would be free to generate funds through various projects from industry.
- (b) The IMC would encourage donors to donate funds to the institutes.
- (c) These funds would be available to the Institute Managing Committee for utilisation as decided by them.

**2. Donation of Machinery & Equipments :**

The IMC would encourage donation of machinery & equipments to the institutes.

**3. Selection of Contract faculty :**

The IMC will have powers for appointment of contract faculty as and when required.

**4. Student Selection :**

- (a) Vocational guidance about the nature of course, job opportunities and career prospectus would be provided to students prior to applying for admission in ITI so that they choose right courses.
- (b) Introductory seminars for the fresh students (including visits to industries) may be conducted by industries to create interest and motivate them.
- (c) The Institute Managing Committee adopt various transparent methods of selection according to the individual needs of each Institute. However, the guidelines prescribed by the NCVT should not be violated.

**5. Employment :**

- (a) The Institute Managing Committee will be responsible for helping students in registration, before passing out. All I.T.I. students will be registered with (i) Local Employment Exchange (ii) Overseas Employment Cell (iii) Regional Headquarter of CII (iv) Campus Interviews will also be arranged for them.
- (b) Tracing the ITI graduates for next three years after their passing out.

**6. Faculty and Staff Development :**

- (a) Institute Managing Committee will identify the training needs of faculty and staff members based on Faculty Development Forms.
- (b) Detailed annual and quarterly training calendars, budgets and release of personned for training programmes will be planned by Institute Managing Committee including exchange of personned between industry and institute.

**7. Mentors and One-Day Lecturers (Guest Lecturers) :**

IMC will nominate Mentors and One-day Lecturers (Guest Lecturers) from industry for various trades. One-Day Lecturers are specifically meant to deliver lectures or impart practical training in the ITI. A mentor is nominated for a student/group of students belonging to one trade. Mentor may just discuss/guide/counsel students in the ITI or outside as per mutual convenience. He can, however, also deliver lecture or impart practical training. Mentors are more like role model for students and therefore, should be a good experienced skilled worker. Mentors will play an important role in Vocational guidance and career counselling as well as apprising students about latest technologies and trends in the World of Work. Mentorship system should have great flexibility in contact between students and mentor. The contact could even be over telephone.

**8. Seminars, workshops and exhibitions :**

IMC will organize Seminar, workshops and exhibitions for mutual benefits of trainees, faculty and industry.

**9. Trade Advisory Committees (TAC) :**

IMC may constitute Trade Advisory Committee (TAC) for a group of trades or any other committee to assist in various functions. TAC should help IMC in issues related to improvement in effectiveness and relevance of training for a particular trade group. TAC should have trade experts from Industry, concerned instructors, students representatives etc. The exact composition may be decided by the IMC.

**10. Industrial Training :**

- (a) IMC will prepare guidelines for the Industrial training with details of periods of training including projects for students and faculty. Students of one trade may be released together for Industrial Training in order to avoid disruption of training in I.T.I.
- (b) IMC will also decide about the stipend to be paid to each student and faculty by the industry providing training.

**11. Curriculum Revamping :**

- (a) IMC will be allowed to revamp the curriculum of any trade above the NCVTs norms on the basis of industry needs.
- (b) Institute Managing Committee will be allowed to include new trades and discontinue the obsolete trades by following simplified procedure to be decided by D. G. E. T.

**12. Equipment Maintenance :**

The maintenance and replacement of the equipment at the institute will be supervised by IMC.

**13. Teaching Aids :**

Teaching aids like working models, slides, video projections, instructions material in vernacular languages, work books and detailed job assignments of the institute will be upgraded under the supervision of Institute Managing Committee.

**14. MIS System :**

Under guidance of the Steering Committee, the Managing Committee will introduce an MIS system for each ITI. Industry associations will provide the necessary inputs for creating such MIS System.

**15. Capital Expenditure :**

- (a) IMC will be involved in spelling out specifications for the procurement of equipment including accessories and measuring equipment. The proposals for procurement of equipment will be cleared by IMC before orders are placed.
- (b) The proposals of Civil Works (including additions/alternations in the existing building) will be cleared by IMC.

**16. Examination Supervision :**

- (a) Theoretical examinations will be jointly supervised by industry.
- (b) Practical examination and evaluation will be supervised jointly by industry and external examiner.

**17. Faculty Evaluation :**

- (a) Faculty evaluation will be done by the Steering Committee and their recommendations will carry weight and recognition.
- (b) Faculty Development Form will be designed by Institute Managing Committee which will include criteria from gradation and development of faculty.

**18. Transfer of Faculty :**

Institute Managing Committee will be taken into confidence while transferring the faculty from one institute to another.

**19. Faculty Deputation :**

Deputation of the faculty from one institute to another will be made at the recommendations of Institute Managing Committee.

**20. Consultancy Rules :**

The rules for providing consultancy by the I. T. I. will be laid down in consultation with the Managing Committee.

**21. Meetings :**

Meetings of Committee will be held at the place convenient to the Chairman.

Chandigarh :  
The 5th October, 2005.

AJIT M. SHARAN,  
Commissioner and Secretary to Government Haryana,  
Industrial Training & Vocational Education Department.